

UNIT MAILROOM (UMR) INSPECTION CHECKLIST

(For use of this form, see DOD Postal Manual 4525.6M, Vol II and AR 600-8-3)

1. Paragraph/subsection references contained within this checklist refer to applicable paragraphs/subsections in DOD 4525.6M, unless otherwise indicated.
2. Items not applicable should be indicated as "NA." Items marked "NO" should be explained in Remarks.

UNIT INSPECTED (Complete address)	DATE INSPECTED
-----------------------------------	----------------

NAME AND GRADE OF COMMANDER

NAME AND GRADE OF UNIT MAIL POSTAL OFFICER

NAME AND GRADE OF MAIL CLERK PRESENT DURING INSPECTION

	ITEM	YES	NO	NA
1.	A copy of DOD 4525.6-M, Volume II, AR 600-8-3, and local DOIM Postal memos are on hand with all changes properly posted? (Chapter 1, subsection 101.1) (AR 600-8-3, para 1-1b & 1-7) (Local DOIM Postal memos)			
2.	Have all unit mail personnel been properly designated? (Chapter 3, subsection 303) (AR 600-8-3, para 2-3 and -4)			
	a. Copy of DD Form 285 is in possession of each unit or alternate mailclerk or mail orderly, and is on file with the unit records? (Chapter 3, subsection 305) (AR 600-8-3, Table 2-1, Step 2)			
	b. DD Form 285 of former mailclerks or mail orderlies are revoked, voided, or filed? (Chapter 3, subsection 306)			
3.	Designated mailclerks or mail orderlies have received adequate postal training? (Chapter 3, subsection 304) (AR 600-8-3, para 2-7)			
4.	Mailclerks or mail orderlies have sufficient time to efficiently fulfill unit mail duties? (Chapter 3, subsection 301.1.b)			
5.	USPS mailbags are used for transporting U.S. mail only, are emptied promptly, and returned daily to the source from which received? (Chapter 3, subsection 301.2.j) (AR 600-8-3, para 3-7b)			
6.	A separate and secure room with sufficient space and equipment is provided to operate the UMR or PSC? (Chapter 3, subsection 301.1.a and 309) (AR 600-8-3, para 2-1)			
7.	Unauthorized personnel are denied access to UMRs or PSCs? (Chapter 3, subsection 309.5) (AR 600-8-3, para 2-8a(1), (2), (3), and (4))			
8.	Duplicate keys and combinations are properly retained and secure? (Chapter 3, subsection 309.6) (AR 600-8-3, para 2-8c, d, and e)			
9.	Required protection is afforded mail in transit to and from the UMR or PSC? (Chapter 3, subsection 309.7) (AR 600-8-3, para 3-7c and e)			
10.	Mailclerks or mail orderlies are familiar with instructions governing delivery of mail: (Chapter 4)			
	a. Damaged articles are properly rewrapped and endorsed? (Chapter 4, subsection 402.2) (AR 600-8-3, Appendix B-2a and b)			
	b. Personal mail is promptly and properly delivered only to the addressee or authorized agent? (Chapter 3, subsection 309.2 and chapter 4, subsection 404) (AR 600-8-3, Table 2-6, Step 5)			
	c. Mail addressed to "Commander of" is delivered as official mail? (Chapter 4, subsection 403.1.b) (AR 600-8-3, Table 2-6, Step 3)			
	d. Personal mail for unit mailclerks or mail orderlies is handled properly? (Chapter 4, subsection 402.7)			
	e. Mail retained overnight is being linedated? (Chapter 4, subsection 405) (AR 600-8-3, Table 3-2, Step 1)			
	f. Is personal mail for individuals residing in housing or billeting being promptly forwarded to their residence address? (Chapter 4, subsection 404.1) (AR 600-8-3, para 3-11c) (Memo, 7 Mar 01) (Memo, 20 Aug 98)			
	g. Check for forgotten or mishandled mail? (Chapter 7, subsection 701.3.b)			
11.	Check examples of forms posted on the Mailroom door? DD Form 1115, DD Forms 3955 (one for inprocessing, and one for outprocessing), addressed envelopes displaying exact unit address (one for an incoming letter and one for an outgoing letter). (Chapter 3, subsection 301.2.g and chapter 6, subsections 602.2 and .3) (AR 25-51, para 2-10) (Memo, 16 Nov 95)			
12.	Receipts are obtained for official accountable mail? (Chapter 4, subsection 406.1 thru .9) (AR 600-8-3, para 3-4c) (Memo, 11 Aug 00) (Memo, 24 Mar 95) (Memo, 21 Feb 92)			
	a. Are correct procedures being followed for transferring accountable mail, utilizing DD Form 434, PS Forms 3883, or 3850? (Chapter 4, subsection 406.5)			
	b. Is accountable mail received as ordinary mail being returned to the servicing post office for proper accountability? (Chapter 4, subsection 406.7)			

ITEM		YES	NO	NA
13.	The unit Postal Officer or PSC supervisor has developed SOPs to cover mail security, emergency destruction of mail, and delivery of mail during field exercises? <i>(Chapter 3, subsection 301.2.a)</i>			
14.	Mailclerks or mail orderlies are familiar with reporting procedures for known or suspected postal offenses? <i>(Chapter 3, subsections 301.3.g, 301.4.e and Chapter 7)</i>			
15.	Daily and weekly inspections are being conducted? <i>(Chapter 3, subsections 301.2.f and 307) (AR 600-8-3, para 2-10a(f)) (Memo, 30 Nov 95, Encl, para 5 & 7)</i>			
16.	Mailclerks or mail orderlies are aware of the privileged nature of mail and postal records? <i>(Chapter 3, subsection 309.8.a-f)</i>			
17.	If delivery is through mail delivery receptacles then: <i>(Chapter 5)</i>			
	a. Receptacles are being assigned to only one person? <i>(Chapter 5, subsection 502.3) (AR 600-8-3, para 2-17b & Table 2-4, Step 1)</i>			
	b. The receptacle that has been unused the longest is being reissued first? <i>(Chapter 5, subsection 502.7) (AR 600-8-3, Table 2-4, Step 2)</i>			
	c. The rear of each assigned receptacle is properly labeled to identify the holder? <i>(Chapter 5, subsection 502.9)</i>			
	d. Receptacle record cards are filed properly? <i>(Chapter 5, subsection 503.8.a thru .c)</i>			
	e. Unassigned receptacles are free of mail and blocked to prevent placing mail therein? <i>(Chapter 5, subsections 507.1 and .2)</i>			
	f. Keylock cylinders or combinations are changed within 5 days of receptacles closure? <i>(Chapter 5, subsection 507.4)</i>			
	g. Customers are promptly notified of receipt of articles too large to fit in receptacles? <i>(Chapter 5, subsection 506.4)</i>			
	h. DD Form 2258 is properly prepared and used to mark receptacles for customers who are temporarily absent? <i>(Chapter 5, subsection 506.5) (AR 600-8-3, para 2-25b)</i>			
	i. Receptacles are free of an excessive accumulation of mail? <i>(Chapter 5, subsections 504.1 thru .3) (AR 600-8-3, para 2-25a & Table 2-8, Steps 1-5)</i>			
	j. Are duplicate keys and combination to mail deliverer receptacles properly retained or secured? <i>(Chapter 5, subsections 505.1 thru .4)</i>			
18.	A postal directory is properly established and maintained? <i>(Chapter 6, subsection 602.1 thru .7) (AR 600-8-3, para 4-2a, c, & h) (Memo, 16 Nov 95, para 7)</i>			
19.	Directory mail is properly endorsed and promptly returned to source from which received? <i>(Chapter 6, subsections 604.1 thru .9) (Memo, 30 Nov 95, Encl 14) (Memo, 7 Mar 01), (Memo, 29 Oct 92)</i>			
20.	Undeliverable periodicals (newspapers and magazines) are properly handled? <i>(Chapter 6, subsections 605.2.a thru .c)</i>			
21.	Mail for individuals due to arrive is held for appropriate length of time? <i>(Chapter 6, subsections 605.4.a thru .c)</i>			
22.	Mailclerks or mail orderlies are familiar with handling procedures for casualty mail? <i>(Chapter 6, subsections 608.1 thru .6.d) (Memo, 30 Nov 95, Encl, para 12)</i>			
23.	Unit postal files and records are being properly maintained in accordance with each Military Service's requirements? <i>(Chapter 3, subsection 301.2.d) (AR 25-400-2, MARKS)</i>			
24.	When authorized, is outgoing mail collected at times specified on mail receiving boxes and delivered to the post serving Post Office at the hours specified? PS Label 55 is posted? <i>(Chapter 4, subsection 408.1)</i>			
25.	Irregularities noted on the last inspection checklist have been corrected? (If not, explain why in Remarks.)			
REMARKS/ITEMS NOT COVERED BY INSPECTION CHECKLIST (If additional space is required, use bond paper.)				
RATING (Check one) <input type="checkbox"/> SATISFACTORY <input type="checkbox"/> UNSATISFACTORY				
NOTE: An unsatisfactory rating is mandatory if any two of items 1, 2, 3, 6, 7, 8, 12, 15, 18, 19, or 25 is marked "NO," or a total of four or more of the remaining items are marked "NO."				
The above rating is based on my review of the practices covered by this checklist and observation of other procedures incident to the operation of the Unit Mailroom				
INSPECTOR'S NAME AND GRADE (Printed/Typed)		SIGNATURE		